

## CHAPTER 12

### FUNDING AND ACCOUNTING FOR TRAVEL

#### 12-1. Issuance of Travel Advances.

##### a. Authorized Amount.

(1) The amount of a travel advance for an employee authorized to have a government sponsored charge card is limited not to exceed the estimated amounts shown on the travel order for meals and incidental expenses (M&IE) of CONUS per diem or 50% of the estimated OCONUS per diem amount plus 100% of the estimated other reimbursable expenses amount not payable by the government charge card. The estimated per diem amount must be an accurate estimate of the required per diem for the time necessary to complete the approved travel, including partial day amounts. It does not include any expenses other than the daily authorized per diem for the number of days in travel status. The estimated other reimbursable expenses amount must be an accurate estimate of necessary expenses in consideration of the circumstances involved for the approved travel.

(2) In some instances a travel advance may be approved for an amount not to exceed the maximum travel limit. Approval documentation must be signed by the travel approving official and submitted to the Finance and Accounting Officer with the request for advance. The approval may be made with a statement in the remarks section of a travel order when appropriate. This provision is applicable under the following circumstances:

(a) A travel advance for an employee who is not authorized to have a government sponsored charge card. This provision does not apply to any employee who is eligible to have a card regardless of whether the employee actually has one. Employees are considered to be eligible to have a government sponsored charge card if they meet the basic qualification criteria such as performing TDY travel two or more times a year. Any employee whose card has been revoked is considered to have been authorized to have one for travel advance purposes and is therefore not included in this provision.

(b) It is known in advance that major travel expenses are not chargeable to a government sponsored charge card. This provision includes expenses at remote areas where it is known that the card cannot be used. In these instances the amount of the advance should be increased only for the expenses not chargeable to the charge card.

(3) A maximum travel advance is limited to 80% of the per diem rate(s) applicable to the employee\*s TDY point(s) plus 100% of other reimbursable expenses not payable by the government charge card.

(4) The advance authorized block on the travel order, DD Form 1610, must be left blank. The finance and accounting officer will determine the advance amount and complete this block

b. Payment of Travel Advances, Government Employees Only.

(1) Authorized TDY travel advances will be paid by travelers checks or treasury checks.

(2) Permanent change of station (PCS) travel advances may be paid by travelers checks for per diem and temporary subsistence expenses when authorized by the servicing disbursing officer. Otherwise, all PCS travel advances will be made by treasury check. When a partial PCS advance is paid by travelers checks, the disbursing officer must establish adequate controls to prevent issuance of a duplicate advance by treasury check.

(3) The minimum amount of an advance to be paid by travelers checks is \$100.00. Travelers checks are available in denominations of \$20.00 or higher and are packaged in various multiples with a minimum amount of \$100.00. In order to avoid unnecessary financial hardship, a \$100.00 travel advance may be paid by travelers check when this amount does not exceed 80% of the maximum travel advance limit. Similarly, an advance amount may be increased to the next available travelers check package combination amount when the authorized advance amount exceeds an available package combination amount by \$25.00 or more as long as the maximum travel limit is not exceeded. This provision to increase an advance amount is authorized without specific approval of the travel approving official.

c. Permanent or Retained Advances. Permanent or retained travel advances may be authorized in accordance with AR 37-106, paragraph 14-4 and the following provisions:

(1) The amount of a permanent or retained advance may not exceed the estimated amount of travel advance which would be otherwise authorized for out of pocket expenses for a period not exceeding a maximum of 45 days.

(2) A permanent or retained advance may only be issued to an employee who would otherwise have an unsettled advance 90% of the time.

(3) The amount of a permanent or retained advance may not exceed the average amount that the employee would otherwise be authorized for per diem on individual trip advances. The average amount should be determined by adding the estimated advance amounts for projected travel and dividing by the number of months involved.

(4) An individual with a permanent or retained advance may not be issued additional separate travel advances.

(5) A request for a retained travel advance must be submitted to CEHEC-RM-F for approval. It must include a DD Form 1351, Travel Voucher, and a DF from the travel approving official explaining the circumstances under which the retained advance is necessary, along with a projected schedule of travel for the next year or other substantial evidence to support frequency, length, and destinations of TDY trips.

d. An advance for a travel order citing USACE civil works funds (96XXXX) may only be paid by the disbursing officer whose fiscal station number (FSN) is included in the fund citation unless a reimbursable order (DA 2544) is issued for the amount of the advance. This restriction includes issuance of travelers checks only by an agent whose payments to Citicorp are made by the FSN cited on the order.

#### 12-2. Travel of HQUSACE and OCE Personnel for Field Operating Activities.

a. Military Field Funding. Travel expenses for personnel from HQUSACE and OCE will be funded by the field operating activity requesting the service of HQUSACE and OCE representatives when the services provided will be charged to military project or activity funds. These requests will be limited to work which normally would be performed on-site if the expertise were available. Expenses of field trips for purposes such as general inspection, general supervision, and auditing will be charged to HQUSACE and OCE military travel funds.

b. Civil Field Funding. Travel expenses for personnel from HQUSACE and OCE will be charged to project funds only when travel contributes directly to the accomplishment of the project. The general rule is, projects benefit directly when the service performed would be performed in the district if the expertise were available. However, a permissible exception would be consulting service or assistance requested in writing. When HQUSACE personnel are actually engaged in design or redesign, travel costs incurred are also properly chargeable to project funds. The term "actually engaged" is intended to cover only those HQUSACE personnel directly in the design or redesign actions, not those engaged in supervision and review.

12-3. Temporary Duty Travel of USACE or OCE Personnel for Another Office.

a. When a USACE or OCE employee performs TDY travel for which the expenses will be reimbursed by another Department of Defense Office, authorization and payment of travel expenses should be accomplished by use of DA Form 2544, Inter-Army Order for Reimbursable Services, but may be accomplished by direct citation of the funding office funds on the travel order or issuance of the travel order by the funding office when necessary.

(1) DA Form 2544. Reimbursement by another office should be authorized and funded by DA Form 2544. This procedure allows the traveler to obtain a local travel advance, assures that the proper finance and accounting office receives the appropriate records for posting to DD Form 1588, Record of Travel Payments, and prevents attempts by other agencies to cross-disburse civil funds, which is prohibited.

(2) Direct Fund Cite.

(a) When military funds are cited and the traveler's finance and accounting office can disburse military funds, a direct citation of the requesting office funds may be used on the travel order when a non-USACE office will not issue or accept a DA Form 2544. If a travel advance is issued for a direct fund citation the advance should be promptly transferred to the requesting office and appropriate records maintained with adequate procedures to assure recoupment of the advance on settlement of the travel voucher. Compliance with the provisions of Army Regulations is required.

(b) A direct citation of civil funds may be used when necessary in emergency situations if use of PA Form 2544 is impractical due to time constraints or conflict with policy of a non-USACE office. The travel order must specifically identify the name and address of the appropriate office to be billed for all costs. A direct fund citation must be a written authorization and the issuing Finance and Accounting Officer must certify fund availability. Payment of a travel advance or travel voucher for reimbursement of travel expenses may only be paid by the disbursing station stated in the fund citation unless that station has issued an official request for reimbursable services authorizing payment of the advance by another disbursing station. The travel order must state in item 16 that a travel advance and the travel voucher may only be paid by the disbursing station identified in the fund citation. A copy of the travel order must be furnished to the disbursing station identified in the fund citation.

(3) Orders Issued by Funding Office. A travel order may be issued by the funding office for an employee of another office when required by unusual circumstances. When this procedure is used, the following provisions are required.

(a) The employee's supervisor and travel approving official must concur with the travel assignment.

(b) A travel advance for Civil Works funds may only be issued by the disbursing station stated in the fund citation.

(c) All travel payments for Civil Works funds must be paid by the disbursing station stated in the fund citation.

(d) Copies of the paid travel documents must be furnished to the employee's servicing finance and accounting office for posting to the DD Form 1588, Record of Travel Payments.

b. Travel of USACE personnel for another office should be closely coordinated in advance of actual travel to preclude hardship on the part of the traveler, especially when a travel advance is necessary for performance of travel. Travel funded by DA Form 2544 is preferable for maximum fund control and efficiency in processing travel advances and reimbursement vouchers. When a direct fund citation is necessary the traveler must be aware that a travel advance can only be issued by the finance and accounting officer whose funds are cited. In such a case the advance can be made if the issuing office is at the travel destination. Otherwise, travel must be performed without an advance or the advance must be mailed to the traveler.

12-4. Issuance of Government Transportation Request (GTR) and Government Bill of Lading (GBL) with Civil Works Fund Citation.

a. In any instance where a GTR or a GBL may be issued with a Civil Works fund citation, the fund citation must be complete with appropriation number, appropriation title, fiscal station number, and correct billing name and address. A Civil Works fund citation may not be used on a GTR or GBL with a billing address for the U.S. Army Finance and Accounting Center (USAFAC) at Indianapolis, Indiana, regardless of where the GTR or GBL is issued. Since most GTRs and GBLs for Army installations are preprinted with the USAFAC billing address, special attention is required when Civil Works funds are cited. When PCS orders are issued citing civil funds, the traveler must be officially informed that he/she is responsible to insure that any GTR or GBL issued in connection with the PCS travel must show the proper billing address to the paying FSN (not USAFAC).

b. In any instance when it is necessary to furnish a Civil Works fund citation to another office for GTR, and GBL, or PCS

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orders, the office issuing the fund citation is responsible to ensure that the complete fund citation and correct billing name and address are appropriately included on the document(s). Civil Works funded transportation bills misdirected to USAFAC for payment are referred to CERM-FA-A for payment and must be returned to the vendor for redirection to the appropriate office.